Script Name	**Quality Control**
Description	The purpose of this script is to allow a QC User to complete a QC Review of a Submission.
Created By	Seth Sinclair
Tested By	
Date Tested	
Prerequisites	
Use Cases Covered	UC_30 Quality Control

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	ED Admin User Logs in				
1	Open Internet browser	Browser opens up.			
2	Enter the link to the eZ-Audit application into their browser: <http://dev.ezaudit.ed.gov:8531/EZ1WebApp/login.jsp>	System presents the login page.			
3	Enter username <mphief01> and password <Password1>.	Username is displayed in the username field. Password is displayed in the password field with *s.			
4	User selects "Login" button	The system displays the ED Admin Home page.			
	ED Admin Adds QC User				
5	Select "Add User" button	System returns the "Add User" profile page which contains fields to enter user profile information: First Name*, Last Name*, OPEID (see note), Case Team (see note), Email Address*, Re-Type Email Address*, Office Phone*, Extension, Fax, and Role* Fields with an * are mandatory. Note: OPEID required for Institutional Users. Case Team required for Case Team Administrator, Audit Specialist, financial Analyst, Case Assignment, and Case Approval. In addition the following buttons are available to the user: Save, Reset			
6	Enter new User information: <first name - Bob>, <last name - Barker>, <email address - melaniebgreiner@yahoo.com>, <office phone 202-222-5555>, and <role - ED View Only>	Fields accept values			
7	Click "Save" button	System returns user to their Home Page and generates email to new user			

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Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	FS QC User Logs in				
1	Enter the link to the eZ-Audit application into your browser: <http://dev.ezaudit.ed.gov:8531/EZ3WebApp/login.jsp>	System presents the login page.			
2	Enter username <bbarke01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s.			
3	Select the "Login" button	The system presents a queue to the QC Actor containing all submissions sorted by: **1) Case Team 2) Flagged/Findings, 3) Oldest to Newest** **There are links at the top of the queue for each Case Team that allow the user to select to skip to the submissions for the selected team.** For each institution record appearing in the queue, the following data is displayed: • Institution Name (link to the record) • OPEID • Fiscal Year End • Date of Submission • Resolution Due Date • Submission Type • System Flag • **Case Team** There is a record for <Proprietary School> <10000001> <12/31/2003> <Annual Financial Statement> and a record for <Proprietary School> <10000001> <12/31/2003> <Annual Compliance Audit> At the top of the page, there are navigation options available to access "eZ-Audit Home," "My Profile", "Search", "Reports," and "Logout."			
4	**FS QC User Selects FS Submission**				

5	Select the link for <10000001> Annual Submission Financial Statement	The Financial Statement QC page is presented. The left nav provides links to: • Submission Summary • Financial Statements • Program & Audit Info • Completeness Checklist • View Attachments • Financial Statement QC Review • Compliance Audit QC Review • Correspondence Log • Notes The Financial Statement QC page contains the following sections and fields: (selections may be made using radio buttons) School Name <> & OPEID <> (pre-populated, read-only)			
6		Submission Quality 1. Were the Financial Statement questions answered correctly? Yes No If no, which questions were incorrect? (User may select more than one) List Box with field labels, Add (button) Notes field (text box) Validate Checklist/PDF 1. Does the Checklist contain valid answers? Yes No If no, which questions were invalid? (User may select more than one) List Box with field labels, Add (button) 2. Are all required documents attached? Yes No If no, which attachments are missing? (User may select more than one) List Box with field labels, Add (button) 3. Are all required attachments properly presented? Yes No If no, which attachments are not presented properly? (User may select more than one) List Box with field labels, Add (button) Notes field (text box)			

7		Data Entry Analysis Discrepancy 1. Balance Sheet/Statement of Position Data Entry List Box with field labels, Add (button) Misclassification/Treatment List Box with field labels, Add (button) 2. Income Statement/Statement of Activities Data Entry List Box with field labels, Add (button) Misclassification/Treatment List Box with field labels, Add (button) 3. Cash Flow Data Entry List Box with field labels, Add (button) Misclassification/Treatment List Box with field labels, Add (button) Notes field (text box) Complete Score Calculation Link to Score Calculation worksheets (not required for flagged submissions)			
8		Decision/Outcome • eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) • System Flag: Flagged or Non-Flagged (system generated) Save function (button) QC Reviewers Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save) Compliance Audit: Analyst, Date Stamp (automatically updated upon save)			
9	**Verify Required Fields**				
10	Select the "Save" option	The following error messages are displayed: Field: "1. Were the Financial Statement questions answered correctly?" does not contain an accepted value. Field: "1. Does the Checklist contain valid answers?"does not contain an accepted value. Field: "2. Are all required documents attached?"does not contain an accepted value. Field: "3. Are all required attachments properly presented?" does not contain an accepted value.			
11	**Complete FS QC, Complete**				
12	In the section "Submission Quality," select <Yes> for the question "1. Were the Financial Statement questions answered correctly?"	Field Displays Value			
13	In the section "Validate Checklist/PDF," select <Yes> for the question "1. Does the Checklist contain valid answers?"	Field Displays Value			

14	In the section "Validate Checklist/PDF," select <Yes> for the question "2. Are all required documents attached?"	Field Displays Value			
15	In the section "Validate Checklist/PDF," select <Yes> for the question "3. Are all required attachments properly presented?"	Field Displays Value			
16	Select the "Save" option	System refreshes the page and returns a <Complete> determination for the field "eZ-Audit recommended decision" in the Decision/Outcome section. New fields are displayed below the "System Flag" field: • Completeness Status: (QC User determination) Complete or Incomplete (radio buttons) • Referral to Case (drop-down box) (only applicable if complete and non-flagged) Unaudited Financial Statements (under $300,000_ Income recognition/deferral Refunds miscalculated (80% and above) 90/10 Composite score change Notes field (text box) The "Last Mod By" field is populated with <USERNAME> and <CURRENT DATE> QC User has the option to Save or Submit			
17	**FS QC, Incomplete**				
18	In the section "Submission Quality," select <No> for the question "1. Were the Financial Statement questions answered correctly?"	Field Displays Value			
19	In the section "Validate Checklist/PDF," select <No> for the question "1. Does the Checklist contain valid answers?"	Field Displays Value			
20	In the section "Validate Checklist/PDF," select <No> for the question "2. Are all required documents attached?"	Field Displays Value			
21	In the section "Validate Checklist/PDF," select <No> for the question "3. Are all required attachments properly presented?"	Field Displays Value			
22	**Verify Required Fields for Incomplete**				
23	Select the "Save" option	The following error messages are displayed: Error(s): Field: Financial Statement listbox is required and cannot be left blank. Field: Checklist Contains Valid Answers listbox is required and cannot be left blank. Field: Required Documents Attached listbox is required and cannot be left blank. Field: Attachments Properly Presented listbox is required and cannot be left blank.			

24	**Validate ListBox Values**				
25	Verify that the following values display in the Listbox under "Submission Quality?" - "Were the Financial Statement questions answered correctly?"	Values are displayed			
26	Verify that the following values display in the Listbox under "Validate Checklist/PDF?" - "Does the checklist contain valid answers?"	Values are displayed			
27	Verify that the following values display in the Listbox under "Validate Checklist/PDF?" - "Are all required documents attached?"	Values are displayed			
28	Verify that the following values display in the Listbox under "Validate Checklist/PDF?" - "Are all required attachments properly presented?"	Values are displayed			
29	Verify that the following values display in the Listbox under "Data Entry Analysis?" - "Balance Sheet/Statement of Position?"	Values are displayed			
30	Verify that the following values display in the Listbox under "Data Entry Analysis?" - "Income Statement/Statement of Activities?"	Values are displayed			
31	Verify that the following values display in the Listbox under "Data Entry Analysis?" - "Cash Flow?"	Values are displayed			
32	**Enter values for Incomplete **(HOLD DOWN CONTROL TO SELECT MULTIPLE VALUES)****				
33	Select <XXXXXX> from the list box under the section "Submission Quality" - "Were the Financial Statement questions answered correctly?"	Value is selected			
34	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
35	Select <XXXXXX> from the list box under the section "Validate Checklist/PDF" - "Does the Checklist contain valid answers?"	Value is selected			
36	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
37	Select <XXXXXX> from the list box under the section "Validate Checklist/PDF" - "Are all required documents attached?"	Value is selected			
38	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
39	Select <XXXXXX> from the list box under the section "Validate Checklist/PDF" - "Are all required documents attached?"	Value is selected			
40	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
41	**Select new values for Incomplete**				
42	Select <XXXXXX> and <XXXXXX> from the list box under the section "Submission Quality" - "Were the Financial Statement questions answered correctly?"	Values are selected			

43	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button, replacing any previous values.			
44	Select the "Save" option	System refreshes the page and returns a <Incomplete> determination for the field "eZ-Audit recommended decision" in the Decision/Outcome section. The "Last Mod By" field is populated with <USERNAME> and <CURRENT DATE> QC User has the option to Save or Submit			
45	**Select values for "Data Entry/Analysis"**				
46	Select <XXXXXX> and <XXXXXX> from the list box under the section "Data Entry Analysis" - "Balance Sheet/Statement of Position?"	Values are selected			
47	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
48	Select <XXXXXX> and <XXXXXX> from the list box under the section "Data Entry Analysis" - "Income Statement/Statement of Activities?"	Values are selected			
49	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
50	Select <XXXXXX> and <XXXXXX> from the list box under the section "Data Entry Analysis" - "Cash Flow?"	Values are selected			
51	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
52	Select the "Save" option	System refreshes the page and returns a <Incomplete> determination for the field "eZ-Audit recommended decision" in the Decision/Outcome section. The "Last Mod By" field is populated with <USERNAME> and <CURRENT DATE> QC User has the option to Save or Submit			
53	**View Worksheets**				
54	Select the "Score Calculation" link from the "Complete Score Calculation" Section	System displays links to access the Non-Profit worksheet.			
55	Select the "FS QC" link from the left nav bar	System displays the FS QC page.			
56	**Select to Submit**				
57	Select the "Incomplete"	Field Displays Value			
58	Select the "Submit" option	The System displays a CONFIRMATION PAGE - NOTIFYING USER THAT SCHOOL WILL BE REQUIRED TO RESUBMIT once both portions of the submission have been reviewed. There is a Cancel option and a Proceed option.			
59	Select to "Proceed"	User is returned to the QC Queue. The record is no longer displayed.			
60	Select the "Logout" link	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link labeled "Click here to log back in."			
61	**Verify that Submission is not Set to Resubmit (Pending CA Review)**				
62	Enter the link to the eZ-Audit application into your browser: <http://dev.ezaudit.ed.gov:8531/EZ3WebApp/login.jsp>	System presents the login page.			

63	Enter username <prop01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s.			
64	Select the "Login" button	System displays the Institution Home page.			
65	Verify that the <12/31/2002> Annual Submission has NOT been set to Resubmit	Link is not active.			
66	Select the "Logout" link	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link labeled "Click here to log back in."			
67	Close Internet browser	Internet browser is closed.			
68	**Perform CA QC Review**				
69	Enter the link to the eZ-Audit application into your browser: <http://dev.ezaudit.ed.gov:8531/EZ3WebApp/login.jsp>	System presents the login page.			
70	Enter username <bbarke01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s.			
71	Select the "Login" button	The system presents a queue to the QC Actor containing all submissions sorted by: **1) Case Team 2) Flagged/Findings, 3) Oldest to Newest** **There are links at the top of the queue for each Case Team that allow the user to select to skip to the submissions for the selected team.** For each institution record appearing in the queue, the following data is displayed: • Institution Name • OPEID • Fiscal Year End • Date of Submission • Resolution Due Date • Submission Type • System Flag • **Case Team** There is a record for <Proprietary School> <10000001> <12/31/2002> <Annual Compliance Audit> At the top of the page, there are navigation options available to access "eZ-Audit Home," "My Profile", "Search", "Reports," and "Logout."			

72	Select the link for <10000001> <12/31/2003> Annual Submission Compliance Audit	The Compliance Audit QC page is presented The left nav provides links to: • Submission Summary • Financial Statements • Program & Audit Info • Completeness Checklist • View Attachments • Financial Statement QC Review • Compliance Audit QC Review • Correspondence Log • Notes The Compliance Audit QC page contains the following text and fields: (selections may be made using radio buttons) School Name & OPEID (pre-populated, read-only)			
73		Submission Quality 1. Were the Compliance Audit questions answered correctly? Yes No If no, which questions were incorrect? (User may select more than one) List Box with field labels, Add (button) Notes field (text box) Validate Checklist/PDF 1. Does the Checklist contain valid answers? Yes No If no, which questions were invalid? (User may select more than one) List Box with field labels, Add (button) 2. Are all required documents attached? Yes No If no, which attachments are missing? (User may select more than one) List Box with field labels, Add (button) 3. Are all required attachments properly presented? Yes No If no, which attachments are not presented properly? (User may select more than one) List Box with field labels, Add (button) Notes field (text box)			

74		Decision/Outcome • eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) • Findings Present: Yes or No (system generated) QC User has the option to Save QC Reviewers Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save) Compliance Audit: Analyst, Date Stamp (automatically updated upon save)			
75	**Verify Required Fields**				
76	Select the "Save" option	The following error messages are displayed: Field: "1. Were the Compliance Audit questions answered correctly?" is required and cannot be left blank. Field: "1. Does the Checklist contain valid answers?" is required and cannot be left blank. Field: "2. Are all required documents attached?" is required and cannot be left blank. Field: "3. Are all required attachments properly presented?" is required and cannot be left blank.			
77	**Complete CA QC, Complete**				
78	In the section "Submission Quality," select <Yes> for the question "1. Were the Compliance Audit questions answered correctly?"	Field Displays Value			
79	In the section "Validate Checklist/PDF," select <Yes> for the question "1. Does the Checklist contain valid answers?"	Field Displays Value			
80	In the section "Validate Checklist/PDF," select <Yes> for the question "2. Are all required documents attached?"	Field Displays Value			
81	In the section "Validate Checklist/PDF," select <Yes> for the question "3. Are all required attachments properly presented?"	Field Displays Value			

82	Select the "Save" option	System refreshes the page and returns a <Complete> determination for the "eZ-Audit recommended decision" field in the Decision/Outcome section. New fields are displayed below the "System Flag" field: • Completeness Status: (QC User determination) Complete or Incomplete (radio buttons) • Referral to Case (drop-down box) (only applicable if complete and non-flagged) Unaudited Financial Statements (under $300,000_ Income recognition/deferral Refunds miscalculated (80% and above) 90/10 Composite score change Notes field (text box) QC User has the option to Save or Submit			
83	**CA QC, Incomplete**				
84	In the section "Submission Quality," select <No> for the question "1. Were the Compliance Audit questions answered correctly?"	Field Displays Value			
85	In the section "Validate Checklist/PDF," select <No> for the question "1. Does the Checklist contain valid answers?"	Field Displays Value			
86	In the section "Validate Checklist/PDF," select <No> for the question "2. Are all required documents attached?"	Field Displays Value			
87	In the section "Validate Checklist/PDF," select <No> for the question "3. Are all required attachments properly presented?"	Field Displays Value			
88	**Verify Required Fields for Incomplete**				
89	Select the "Save" option	The following error messages are displayed: Error(s): Field: Compliance Audit listbox is required and cannot be left blank. Field: Checklist Contains Valid Answers listbox is required and cannot be left blank. Field: Required Documents Attached listbox is required and cannot be left blank. Field: Attachments Properly Presented listbox is required and cannot be left blank.			
90	**Validate ListBox Values**				
91	Verify that the following values display in the Listbox under "Submission Quality?" - "Were the Compliance Audit questions answered correctly?"	Values are displayed			
92	Verify that the following values display in the Listbox under "Validate Checklist/PDF?" - "Does the checklist contain valid answers?"	Values are displayed			

93	Verify that the following values display in the Listbox under "Validate Checklist/PDF?" - "Are all required documents attached?"	Values are displayed			
94	Verify that the following values display in the Listbox under "Validate Checklist/PDF?" - "Are all required attachments properly presented?"	Values are displayed			
95	**Enter values for Incomplete**				
96	Select <XXXXXX> from the list box under the section "Submission Quality" - "Were the Compliance Audit questions answered correctly?"	Value is selected			
97	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
98	Select <XXXXXX> from the list box under the section "Validate Checklist/PDF" - "Does the Checklist contain valid answers?"	Value is selected			
99	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
100	Select <XXXXXX> from the list box under the section "Validate Checklist/PDF" - "Are all required documents attached?"	Value is selected			
101	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
102	Select <XXXXXX> from the list box under the section "Validate Checklist/PDF" - "Are all required documents attached?"	Value is selected			
103	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button.			
104	**Select new values for Incomplete**				
105	Select <XXXXXX> and <XXXXXX> from the list box under the section "Submission Quality" - "Were the Compliance questions answered correctly?"	Values are selected			
106	Select the "Add" Button next to the listbox	The system displays selected fields in a list the right of the button, replacing any previous values.			
107	Select the "Save" option	System refreshes the page and returns a <Incomplete> determination for the field "eZ-Audit recommended decision" in the Decision/Outcome section. The "Last Mod By" field is populated with <USERNAME> and <CURRENT DATE> QC User has the option to Save or Submit			
108	**Select to Submit**				
109	Select the "Submit" option	The System displays a CONFIRMATION PAGE - NOTIFYING USER THAT SCHOOL WILL BE REQUIRED TO RESUBMIT once both portions of the submission have been reviewed. There is a Cancel option and a Proceed option.			
110	Select to "Proceed"	User is returned to the QC Queue. The record is no longer displayed.			
111	Select the "Logout" link	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link labeled "Click here to log back in."			

112	**Verify that Submission IS Set to Resubmit**				
113	Enter the link to the eZ-Audit application into your browser: <http://dev.ezaudit.ed.gov:8531/EZ3WebApp/login.jsp>	System presents the login page.			
114	Enter username <prop01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s.			
115	Select the "Login" button	System displays the Institution Home page.			
116	Verify that the <12/31/2002> Annual Submission HAS been set to Resubmit	Link to "Resubmit" is active. There is a notification posted stating that the previous submission was incomeplete.			
117	Select the "Logout" link	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link labeled "Click here to log back in."			
118	**Resubmit**				
119	Select the "annual submission" link	The system displays the Financial Statement information page. Data entered in the original submission is pre-populated and editable.			
120	Select the link to the "Submit" page on the left nav bar	The system displays the Submit page. There is a Submit option.			
121	Select to "Submit"	The system displays the Ins Home Page. There is a notification stating that the submission was received.			